

STATEMENT OF WORK

SECTION I.

1.0 INTRODUCTION

Contractors shall propose labor categories that are consistent with the Department of Labor's Wage (WDOL) Determination Rates. The resulting contract will be firm-fixed price. Discounts are highly encouraged.

1.2 BACKGROUND

The Office of Acquisition (OOA) provides procurement policy and guidance to the acquisition and operations workforce in PBS NCR. It establishes and conducts pre-award functions, establishes and monitors pre-award review thresholds, periodically evaluates and revises thresholds to reflect changes in workload and quality of procurements, disseminates recent policy, regulatory and statutory development. It also ensures that the pre-award review program serves to fulfill, in part, the requirement for an internal procurement management control system. As a result of recent Fiscal Year Procurement Management Review (PMR) Audit Findings, GSA, NCR, PSB revised its internal contract controls to identify processes and controls that required revision.

To track, monitor and determine the effect the revised controls has on the Acquisition Community, the OOA responds multiple times daily to data call requested of both GSA NCR and Central Office upper-level management. Response take the form of reports generated from the contracting database, charts/grafs, detailed report analysis, risk assessment; response can also be in the form of written reports, power point presentations, development of a business case plan, or any other type. The positions below are located within different areas of GSA.

1.3 DESCRIPTION OF TASKS

The individual will serve in a position of equivalent to a "Team Lead/GSA PBS NCR database manager/administrator (similar to a systems functional administrator) for various GSA-wide Government-wide contracting bases. This is a highly visible hands-on position which requires people skills, instructional skills and database report generating skills. In addition, the position will require but not be limited to the following functions or multiple functions to be performed on any given day, but not necessarily on a daily basis:

- Manage, Administer and Troubleshoot GSA-wide contracting databases

- Manage and Administer industry standard Government-wide contracting databases; Federal Procurement Data System – Next Generation (FPDS-NG), Business Intelligence (BI) Fed Biz Opps
- Develop and instruct end-user training classes on GSA-wide contracting databases
- Generate detailed reports with pivot tables from both GSA-wide and Government-wide databases
- Establish end user profiles and security setups for Acquisition Community on all relevant contracting databases
- Conduct one-on-one end user training and provide one-on-one assistance to resolve issues, similar to that of a “helpdesk”.
- Day-to-day acquisition-related applications and database maintenance and management to include updating information, administering user accounts, resolving user issues, producing ad-hoc or as requested reports, etc.
- Participate as a contributing member on various GSA-wide teams regarding issues/resolutions/upgrades to contracting database, representing the NCR
- Administer contracting databases with direct access to system programmers
- Capabilities include testing and evaluating various types of electronic implementations as they are introduced to GSA (electronic signatures, electronic contract files, e-mail account conversion, database conversion, and other similar implementations)
- Attend meetings with GSA upper-level management to present findings, ideas and recommendations for existing and new/forthcoming contracting databases

Section II

2.0 CONTINUITY OF SERVICES

The Government is currently receiving said services under an existing contract. In the event of a new contractor winning the award, the incumbent contractor is responsible for furnishing phase out services for up to, but not longer than 90 in order to provide a smooth and efficient transition without any interruption or degradation in any services clause (FAR 52.237-3 CONTINUITY OF SERVICES (JAN 1991) (DEVIATION I – MAY 2003) is imbedded in the underlying clauses of the GSA schedule contract.

2.0 KICK OFF MEETING

The contractor shall participate in a Government-scheduled Kick-Off Meeting after contract award/ The purpose of this Kick-Off Meeting is to (1) aid both the Government and contractor personnel in achieving a clear and mutual understanding of all requirements, and (2) identify and resolve potential problems. The contractor shall be prepared to discuss any issues requiring clarification and gather information necessary for the continuation of services. The kickoff meeting should be attended by those individuals the contractor sees fit.

The Kick-Off Meeting shall include, but not be limited to, the following topics:

- Program Review
- Existing and Planned Application and Technical Initiatives
- Personnel and Physical Security Issues

The Government and contractor will schedule the Kick-Off Meeting.

2.2 DELIVERABLES

1. The contractor shall provide a Monthly Status Report that is due on the 15th of each month. This monthly report is due to the COR. The monthly Status Report should include, but is not limited to, a summary of the work performed for the month and monthly meetings attended. The monthly report should be provided by an individual the contractor determines suitable. Some or all, of the contractor personnel may be required to attend meetings as needed.

2.3 PLACE OF PERFORMANCE

Place of Performance is both on-site and off-site. On-site and off-site work is at the discretion of the Contractor's Program Manager and the GSA Contracting Officer's Representative and will be coordinated as applicable. On-site performance is at the GSA, National Capitol Region (NCR), Regional Office Building, 301 7th Street SW, Washington, DC 20407. A typical work week shall consist of 40 hours per week, comprised of 8 hours per day, Monday –Friday. Tour of Duty can take place between 7:00 AM – 6:00 PM.

Normal business working hours does not include weekends or federal holidays. The federal holidays are as follows: (1) New Year's Day, (2) Martin Luther King, Jr. Birthday, (3) President Washington's Birthday, (4) Memorial Day, (5) Independence Day, (5) Independence Day, (6) Labor Day, (7) Columbus Day, (8) Veterans Day, (9) Thanksgiving Day, and (10) Christmas Day.

This contract is to consist of working hours which excludes weekends, federal holiday and 3 weeks of vacation time. This equates to 1,080 hours (1054 hours for the base period). In the event that a contractor requires time off in excess of 3 weeks, the contractor shall provide a replacement.

2.4 PERIOD OF PERFORMANCE

This Contract shall include the following estimated base period and option years:

- Base Period: November 1, 2017 – June 31, 2018
- Option 1: July 1, 2018 - June 31, 2019
- Option 2: July 1, 2019 - June 31, 2020
- Option 3: July 1, 2020 - June 31, 2021

2.5. CONTRACT SCHEDULE DELIVERABLES AND MILESTONE DATES

The following schedule of milestones will be used by the GSA COR to monitor timely progress under this Contract.